

Personnel Issues & You



UPPS Newsletter 2003-4

April 1, 2003

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Local Tax Update – Clinton County

Clinton County has reinstated their local tax effective March 1, 2003. The local tax number is 05-73 and it is .75% (three fourths).

New Nature of Action Code Y04

Effective April 1, 2003 Nature of Action Code Y04 is to be used for any termination from initial probation. This new Code has been added to the list of Nature of Actions Codes in the Procedures Manual for Personnel/Position Actions on page 2.24 and is available on-line at

<http://kygovnet.state.ky.us/personnel/persmanl/pdf/pers2s3.pdf>.

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New Payroll Employee

We are pleased to announce that James Mason has joined the Payroll Branch effective March 1. James will be filling the slot vacated by Steve Hayden and can be reached at 564-6883 ext. 2513.

Payment of Health Insurance Premiums Improved

Effective with April's health insurance coverage, we will start wiring the health insurance premiums on the 4th or 5th business day of the month of coverage. For example, we will wire the premiums for April's coverage on April 4th.

We have contract amendments from all the carriers that allow us to make this change. Additionally, this will enable us to include the 1st through the 15th supplemental payroll. In the past, premiums for an employee paid in the 16th EOM pay period but not paid in the 1st-15th regular pay period would go to the error file and there would be a month delay in getting the money to the carrier. This should marry up more payments and result in less invalid health deductions.

Payroll Manual Updates On-Line

Future Payroll Manual updates will be available on-line and all payroll officers will be notified via e-mail. This is being done as a cost saving measure as well as a means of expediting the information. This will also allow each agency to ensure that all necessary staff receive these changes through each agency's internal distribution system. The Payroll Manual itself is not yet available on-line.

Blood Leave

Employees who wish to donate blood are required to obtain prior approval from their supervisor and the donation must take place during the employee's regular work hours (not including the employee's lunch hour) in order to use up to four hours blood leave. The purpose of blood leave is to allow the employee to donate blood and recover. Therefore, leave must be taken at the time of the donation unless the employee is required by his supervisor to return to work in which case, the unused portion of the four hours will be credited as compensatory time.

Employees deferred from donating are entitled to use blood leave only for the time used in attempting to donate and are required to submit verification of deferral.

If the time of the donation and recovery exceeds the regular workday, compensatory time cannot be accrued beyond the scheduled work hours. For example, if someone scheduled to work until 4:30 is approved for blood leave, and donates blood at 2:30 they are only entitled to two hours of blood leave. For further information please see Personnel Memo 96-9 available on-line at <http://kygovnet.state.ky.us/personnel/persmemo/pm96-09.pdf>.